Justification for Sole Source Procurement

Procurement Services
Rock Hill School District
386 East Black Street
Rock Hill SC 29730

**Based on the following determination, the proposed action described below is being procured pursuant to the authority of Section 1560 of the Procurement Code for Rock Hill School District Three:**

**_____ proposes to procure _____**

**As a sole source procurement from the following vendor or contractor: _____**

**Based upon the justification listed below (in detail):**

_____

_____

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_____

**VALID UNTIL: _____**

| | | |
|---|---|---|
| **REQUESTED BY:** | **_____** | **DATE:_____** |
| **SUPERVISOR:** | **_____** | **DATE:_____** |
| **PROCUREMENT SERVICES DIRECTOR:** | **_____** | **DATE:_____** |
| **CHIEF OF BUSINESS SERVICES** | **_____** | **DATE:_____** |

NOTE: All items on this form must be filled out completely and approved by your immediate supervisor. Send the original form, vendor sole source letter, and quote to the Procurement Services.